

Chapter 21

Travel Allowances for Official Temporary Duty (TDY) Travel in Continental United States (CONUS)

ARS employees, when directed by the appropriate official, may travel and incur necessary travel expenses to carry out authorized ARS programs. Travel may also be authorized for new hires and relocation. Employees will be reimbursed within limits prescribed by the Federal Travel Regulations (FTR) and Agricultural Travel Regulations (ATR).

TRAVEL VOUCHERS (WITH ORIGINAL RECEIPTS)/AUTHORIZATIONS MUST BE RETAINED FOR SIX (6) YEARS.

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References: Agricultural Travel Regulations (ATR), DM 2300-1
DR 2300-3 - Authorized Telephone Calls of a Personal Nature during Official Travel
P& P 340.0 - Delegations of Authority to Approve Travel
P& P 341.2 - Acceptance of Travel Funds from Non-Federal Sources
P& P 342.1 - ARS - Per Diem and Actual Subsistence Allowances
P& P 342.03 - Travel Advances
P& P 343.1 - Approval of Premium Class Air Travel (ARS)
P& P 343.3 - Procurement of Passenger Transportation (ARS)
P& P 343.4 - Contract Air Service
P& P 343.6 - Use of United States Flag Air Carriers for Foreign Travel
P& P 344.2 - Foreign Travel Plan (ARS)
P& P 345.1 - Foreign Travel Itineraries (ARS)
P& P 345.3 - Passports, Visas, and Security Clearances for Foreign Travel (ARS)
P& P 350.10 - Approving Funds to Non-Federal Organizations for Support of Scientific Meetings (ARS)
P& P 412.5 - Recruitment, Relocation, and Retention Payments
Federal Travel Regulations (FTR), 41 CFR 301-304
<http://www.policyworks.gov/travel>
National Finance Center Procedures and Bulletins:
Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Sec.1, Travel System
Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Sec. 2, Travel Vouchers
Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Sec. 3, Common Carriers - Transportation Requests
Title VI, Systems Access Manual, Chapter 6, Travel and Transportation, Sec. 1, Travel Online Data Entry and Inquiry
Title VI, Systems Access Manual, Chapter 6, Travel and Transportation, Sec. 2, Personal Computer Travel System

Title VI, Systems Access Manual, Chapter 6, Travel and
Transportation, Sec. 3, Travel System Online Inquiry
Temporary Bulletins
Per Diem Rates: <http://www.policyworks.gov/travel>
Contract City Pairs: <http://www.fss.gsa.gov/citypairs>
Unified Travel System Forms Completion Training Manual
Temporary Duty Travel Manual by FMM Chapter 4200
USDA-OFM, NFC, PC-TRVL Data Entry Training Manual
FTIS Manual (draft)
Area Director's Memo of October 2000 on Travel (Attach 1)
Unified Travel System QUICK Reference Card (Attach 2)

Cross Reference: Chapter 7 - Ethics
Chapter 10 - Human Resources
Chapter 16 - Research Management Information Systems (RMIS)

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Official Travel That Is Reimbursable: An AD-202 must be prepared for all travel with estimated costs of travel, lodging, M&IE, and other allowable costs such as supplies, taxis, registration, phone calls, etc. The following explains the items required to complete the AD-202.

Per Diem Allowance (PD): A daily payment for subsistence expenses of the actual cost of lodging, and a set amount for meals, and incidental expenses.

Allowable CONUS Per Diem Amounts: Standard rate: \$85.00 (actual cost of lodging not to exceed [NTE] \$55 + Meals and Incidental Expenses [M&IE] \$30). Lodging and M&IE rates vary depending on locality. If the rate for a particular location is not noted on the locality per diem listing, the standard rate applies. NFC system will not accept a locality rate that is incorrect. All travel vouchers must be approved by the traveler's supervisor. When the supervisor is absent, the official designated as "acting" may approve the travel voucher, otherwise, this authority cannot be delegated.

Actual Subsistence Expense (ASE): the maximum amount of reimbursement for actual subsistence expenses that may be authorized or approved for each calendar day or fraction thereof shall not exceed 150% of the applicable maximum per diem rate as shown in Appendix A, Chapter 301, FTR or found under Per Diem Rates at WWW address shown on page 21-2. If requesting ASE - up to 150% of per diem - a justification statement **MUST** be entered on the front of the AD-202. (If more than 150% up to 300% ASE is requested, a justification memo must go through chain of command to Administrator, ARS). The Area Director is the approving official of ASE. **NOTE:** Employee will be reimbursed for actual cost of lodging NTE maximum amounts listed in FTR. Receipts are required for all lodging and all other expenses over \$75.00.

The per diem allowable for the day travel begins shall be three-fourths of the applicable M&IE rate prescribed for the lodging location. Per diem allowable for the day travel ends shall be three-fourths of the M&IE rate applicable to the preceding calendar day. Time of departure and return no longer has to be listed on the voucher.

Deductions in M&IE Allowances. When meals are furnished by the Government without cost, deductions shall be made to M&IE portion of per diem rate per table rates in FTR. Remaining \$2.00 is allocated for incidental expenses, including tips for waiters, bellhops, baggage handling, and service personnel in lodging accommodations, and mailing cost associated with payment of Government sponsored charge card billings. Laundry, dry cleaning and pressing may be claimed if : 1) the expense was incurred at the temporary duty location; and (2) the traveler must incur a minimum of 4 consecutive nights lodging on official travel.

For travel more that 12 hours but not exceeding 24 hours, the per diem is calculated as follows:
Lodging not required: three-fourths of the applicable M&IE allowance for the temporary duty assignment location. If more than one temporary duty point is involved, the per diem allowance shall be calculated using the highest of the M&IE rates prescribed for the location where official business is performed.

Lodging Occupancy Tax Exemptions. Individual travelers who incur lodging occupancy taxes are exempt from paying these taxes only when the State or local taxing authority provides a specific exemption to Federal Employees on official travel. Properly completed exemption certificates and satisfactory credentials must be presented to the hotel/motel clerk at time of registration. Travelers are cautioned not to use "make shift" or standard forms or to claim exemptions to which they are not entitled. All taxes on lodging obtained in **NON-FOREIGN** areas will be claimed as a miscellaneous expense on the travel voucher.

Telephone Calls. Official telephone calls are permitted and one personal telephone call home per day (when traveling more than one night) for each night's lodging is limited to an average of \$5.00 per day aggregate for domestic travel and \$7.00 per day aggregate for foreign travel (see Departmental Regulation 2300-3 for further clarification). They are reimbursable under miscellaneous expenses on the travel voucher. Documentation on the voucher should indicate whether the phone call is business or personal. When a coin box telephone is used, and it is stated on the travel voucher, the employee is required to self-certify that the use of the Government telephone system was not practical and that commercial calls were made in accordance with the Code of Federal Regulations (CFR).

Travel To Temporary Duty Station (TDY). When a Government-owned vehicle (GOV) is available, but the employee chooses to use a privately owned automobile (personal preference), the rate of reimbursement shall be 10.5 cents per mile. When GOV is not available, employees who travel by privately owned vehicle (POV) between their homes and TDY point will be allowed mileage at the rate of 32.5 cents per mile for the miles driven (not to exceed cost of common carrier). NOTE: Employees are expected to use the mode of transportation most advantageous to the government, considering both time and cost. Reimbursement will be limited to the least costly method.

Use Of Common Carrier (CC). Government contract travel management offices vary with location. Less than first class accommodations must be used for travel on official business. Government contracted travel agents must be used for booking travel. The allowed charge for agent ticketing will be claimed as a miscellaneous expense on the travel voucher.

When combining personal travel with official travel, a personal credit card must be used for the personal portion of the CC tickets. The administration fee for business/personal combination tickets that requires reissuance will be charged to the traveler.

The government encourages employees who travel frequently to participate in various frequent traveler programs offered by airlines, hotels, and car rental vendors. Employees may be reimbursed for the cost to enter certain frequent traveler programs when entering the program is expected to result in savings to the government. Frequent traveler benefits earned in connection with official travel, such as mileage credits, points, etc., may be used only for official travel. Employees may not retain and use such benefits for personal travel.

Comply with the mandatory provisions of the FTR governing the use of contract airline service between designated city-pairs. Cash is not to be used to circumvent the regulations governing airline city-pair contracts. See P&P 343.4 on use of penalty airfare tickets.

ARS employees are required to use cash (includes personal credit cards, checks, travelers checks and currency) to procure all passenger transportation services costing \$10.00 or less and to pay excess baggage charges costing \$15.00 or less. Employees are permitted to use cash, in rare instances (without written approval), to procure passenger transportation services when the cost is over \$10.00 but does not exceed \$100.00.

Use of taxicabs. Taxicabs may be authorized as advantageous to the Government as follows:

1. Travel to and from common carrier terminals; to office on day of departure; and home on day of return for overnight travel. Limousine service usually costs less than taxicabs and should be utilized when available.
2. While on TDY, travel to training or meeting site if necessary (public transportation is first choice if available).

In addition to reimbursement of taxi fare, the employee will be allowed reimbursement of tips in the amount of 15%.

Costs incurred as a result of using taxicabs to obtain meals when eating facilities are available at lodging site is considered a part of the per diem allowance (M&IE).

Rental Vehicles. Rental vehicles may be authorized when advantageous to the Government. When renting a vehicle for domestic travel, extra insurance options such as collision damage waiver and personal liability coverage are not reimbursable. When renting a vehicle while on foreign travel, insurance charges will be reimbursed by the Government. If a rental vehicle is used for official business and personal travel, the charges must be prorated accordingly.

Annual Leave in Connection with Temporary Duty. When annual leave is taken in connection with temporary duty assignment, there must be a statement on the travel authorization (AD-202) that shows the time(s) and date(s) that annual leave begins and ends and this leave must be approved by the AD. When annual leave is approved in connection with temporary duty, the approving official must have sufficient information to be certain that the travel was not planned for personal preference. A more detailed justification in memo form to Area Director is required when the number of days is more than ½ the number of official duty days, or the employee is deviating from the authorized itinerary and/or mode of transportation in order to take annual leave.

Government Charge Card Holders. Employees who travel 1 or more times per year on official business should apply for a government charge card. Government charge card renewals will be sent automatically to each member approximately 15 days before current card expires. Holders of charge cards are reminded that these cards are only to be used for official business and bills must be paid within 30 days of receipt of billing unless there are discrepancies with the bill and the credit card company has been notified of such discrepancies. Travel vouchers should be completed within 5 working days after travel ends. Holder must notify card company of your personal change of address.

Travel Advances. For domestic travel (CONUS), the amount advanced shall not exceed the prescribed M&IE rate and up to 80 percent of other miscellaneous expenses authorized by the AD-202. The AD-202 Travel Authorization/Advance (code "V") is used for requesting funds in advance of official approved travel as a financial convenience to the traveler. An advance of funds is obtained within a short time frame. Whenever possible, the ATM feature on your government issued charge card should be used instead of the online system.

TECHNICIAN AND CAT III SCIENTIST TRAVEL TO MEETINGS

It will be NPA policy to not approve travel costs for technicians and Category III scientists to attend scientific meetings. Exceptions to this policy will be made when travel is for the purpose of obtaining formalized training (submit SF-182) or for certain extenuating circumstances. Authorship will not be accepted as justification for travel. Exceptions require memo of justification to AD for approval.

PROCEDURES FOR SUBMISSION OF TRAVEL DOCUMENTS TO AREA OFFICE

Always keep a file copy of paperwork transmitted to ATA for reference should a question arise.

AD-202 Travel Authorization must be cut for all official travel when there will be cost reimbursement, even if the travel has already been performed. Log files must be maintained for all numbered AD-202's. Numbers differ for Area approved and local approved authorizations. Administrative officers are given a group of numbers for the location and will distribute applicable numbers for each NFC user.

Relocation/New Hire AD-202's are cut by ATA.

The purpose of travel **MUST** be stated on the front of the AD-202 (and on the AD-616 if it is a blanket AD-202), as well as highlighting any other changes from the ordinary (such as contributed funds, foreign travel, annual leave, etc.) for the approving officials notice.

One AD-202 can be cut for multiple travelers who are attending the same meeting.

When local travel or registration fee for attendance at meetings is the only amount involved for the traveler, this amount should be paid with the Government visa credit card or check. No AD-202 will be required for such items.

PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR APPROVAL TO ACCEPT AN OUTSIDE OFFER TO PAY FOR TRAVEL

See P&P 341.2, Bulletin 00-305, and ethics rules for guidance on acceptance of outside funds for travel. ARS employees are not permitted to solicit outside funding for travel. Contributed travel funding will be limited to meetings or similar functions defined as a conference, seminar, speaking engagement, symposium, training course, or similar event that takes place away from the employee's official station. This term **does not** include a meeting or other event required to carry out an agency's statutory or regulatory functions such as one that is essential to an agency's mission, such as investigations, inspections, audits, site visits, negotiations, or litigations. The term does not include promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal source's products or services.

All AD-202's for contributed fund requests with justification, written offer, mutual benefits statement and conflict of interest form go to the AD through the ATA, for approval/disapproval. Justification statements should be shown on the front page of the AD-202. An acknowledgment letter will be sent to the contributor from the AD so clear addresses of contributor should be included. To reduce time and costs of processing, only funding in excess of \$250 should be considered for acceptance. A copy of the voucher is to be submitted to the ATA.

For an offer to cover travel expenses to be acceptable, the purpose of the travel must be of mutual benefit to the organization offering to pay for the travel and to ARS. If the organization is an agency of the United States government, with proper ARS approval, traveler can submit an expense voucher to that agency. If the organization is not an agency of the United States government, travel expenses can be covered in one of three ways:

1. "In Kind" Reimbursement: the cooperator furnishes a paid common carrier ticket to the traveler and reimburses the vendor directly for lodging, meals, local transportation costs, and miscellaneous expenses. ARS continues to pay the travelers salary and the traveler submits an expense account to ARS for any expenses not covered by the outside organization. This is the preferred method.
2. Refund Credit to ARS, accounting code initially charged: The traveler submits travel voucher through the ARS travel system using the Unit accounting code and the cooperator submits a check made payable to USDA, ARS to the Administrative officer at the Location for the amount agreed upon for credit to the ARS accounting code used on the voucher. No employee may accept funds directly from or by submitting a claim to the cooperator.
3. Trust Fund Agreement, Reimbursable Cooperative Agreements and Cooperative Research and Development Agreements (CRADA): Cooperator establishes an Agreement with ARS and a check for the negotiated amount is deposited into the ARS account in advance of travel. Allow two/three months prior to travel for processing.

In no instance may an ARS employee submit an expense account to the outside organization and be reimbursed directly. To do so would be a violation of ethics regulations and the employee would be subject to disciplinary action.

LONG-TERM TDY ALLOWANCES

Advance of funds - to cover 1st 30 days of TDY may be authorized.

SAMPLE: For Washington DC area:

1st 30 days: Per diem - up to \$119/day for lodging (receipt required); \$46/day flat rate for meals and incidental expenses (M&IE) for a total of \$165/day. M&IE covers such items as meals, and tips. (Only an example -check per diem - could change)

OR UNTIL long-term accommodations have been found. Long-term accommodations - reduced fixed daily rate should be established to cover lodging and M&IE expenses for employee only.

Lodging cost (receipt required) with copy of lease, local telephone charges, TV rental, furniture rental; Maid fee, cleaning charges should be prorated over the 30-day period. Installation of telephone is not reimbursable by the Government. Monthly telephone charges are reimbursable. Employee is permitted periodic calls home when on US official business of not more than \$5 per phone call. Meals should be prorated over the 30-day period which are reimbursable.

While employee is on long-term TDY, other official travel that is performed is reimbursed at the regular per diem rate for the location and where no meals would be charged against the long-term TDY for those travel days. Only the lodging costs for those travel days would be claimed on the long-term TDY. A separate voucher should be completed for other travel.

Rental car could be permitted. If employee rents car to be used for both official and personal business, the charges must be prorated accordingly. CDW insurance is not reimbursable for US travel.

If employee chooses to return to official station on all weekends while on US official travel, or travel to a vacation site, the travel would be for his personal preference, and expenses would be paid from personal funds; however, employee is permitted to travel home periodically at Government expense for morale purposes.

FOREIGN TRAVEL

Traveler must first submit a memo to AD through the ATA requesting foreign travel approval. When travel is approved by the AD, the ATA will request the AD-202 Travel Request, AD-750 itinerary, attache letter (only required for South Africa), passport application, visa paperwork, and passport if necessary, as well as advise you of any other foreign travel requirements to the particular destination to be sent to the Area Office. RMIS Travel Information is to be entered and forwarded to the Area level at this time. **Foreign travel paperwork must be received in area office at least 75 days in advance of travel if traveler does not have an official passport; 45 days if official passport is valid.**

Annual leave while on official foreign travel is limited to 3-5 days and must be asked for in advance by separate memo to AD.

Official Passport is not to be given to traveler until the traveler has country clearance (shown in RMIS). Passport accountability must also be shown in RMIS. Traveler must return official passport to the retaining office within 5 working days of completion of travel.

FASTO (meaning the cable will come from Foreign Agricultural Service [FAS] and go TO the Embassy) will be sent by ATA to the American Embassy of each country to be visited.

If medical exam/inoculation is necessary for travel, ATA will send medical forms to traveler for completion by traveler's doctor. It is the traveler's responsibility to contact the health unit in their area/location to find out the needed inoculation shots required to enter the country(ies) to be visited. Also see: <http://www.cdc.gov/travel/index.htm> for vaccinations for overseas travel.

When foreign travel is of no real benefit to ARS or is counter-productive, ARS will not grant official time or pay expenses. Employees are strongly warned that attending and participating in foreign meetings as a representative of ARS "on their own time" could result in disciplinary action.

Use of U.S. Air Carriers for foreign travel - If travel is funded by ARS, traveler **MUST** use U.S. air carriers. Signed justification statement must accompany the AD-616 travel voucher if foreign carrier is used stating that no U.S. carriers are available to travel from anywhere in USA to a foreign country. In-country use of foreign carriers does not require justification statement.

Room taxes have **not** been removed from foreign travel rates so separate claims for taxes will not be allowed for foreign travel. Laundry and dry cleaning are part of the Incidental portion of the per diem rate and may **not** be claimed as a separate expense.

When travel voucher is completed, a foreign trip report must be entered into RMIS to close the travel file. Actual cost of travel is shown on this report. Copy of voucher is to be sent to ATA.

IT IS THE RESPONSIBILITY OF THE TRAVELER TO CHECK ALL DOCUMENTS BEFORE LEAVING DUTY STATION TO BE SURE PAPERS ARE IN ORDER AND DATES ARE CORRECT ON ALL PAPERWORK.

FORM#**VARIOUS FORMS USED FOR OFFICIAL TRAVEL**

AD-202

Travel Authorization/Advance (on-line to NFC)

AD-616

Travel Voucher (front page on-line to NFC)

AD-617

TV Continuation Sheet

SF-1164

Claim for Reimbursement for Expenditures on Official
Business (local mileage/telephone)

Conflict of Interest Analysis Under 41 C.F.R. § 304-1.5

Approval and Report of Travel Funds Received from Non-Federal Sources

FOREIGN TRAVEL

AD-121

Passport Request

AD-750

International Travel Clearance (Itinerary)

DPS-11

Application Passport

DSP-82

Application for Passport by Mail

SF-78

Authorization for Medical Examination

SF-78-110

Certificate of Medical Examination

NEW HIRES AND RELOCATIONS

AD-202R

Attachment for Relocation Travel

AD-424

Employee Application for Reimbursement of Expenses

Incurred on Sale or Purchase (or both) of Residence upon
Change of Official Station

AD-569

Expense Record for Temporary Quarters

AD-616R

Travel Voucher (Relocation)

AD-617R

TV Continuation Sheet (Relocation)

AD-1000

Claim for Relocation Income Tax Allowances for the Year XXXX.

ARS-330

Data for Travel Authorization for Employee to be Transferred

Check forms for latest issuance date.

CHECKLIST FOR OFFICIALS AUTHORIZED TO APPROVE TRAVEL VOUCHERS

The office of Finance and Management, USDA, has developed a checklist that can be used by managers who have authority to approve travel vouchers. Approving officials, as designated in ARS DIRECTIVE 340.0, should review the following checklist before they approve travel vouchers. Items 1, 10, and 15 may be performed *personally* by approving officials. Approving officials may delegate the responsibility for remaining items as appropriate.

1. Was the travel authorized and conducted for official purposes consistent with the ARS mission?
2. Is an AD-202 attached to this voucher?
3. Does accounting code appear on AD-202 and travel voucher?
4. Was the traveler in travel status at least 12 hours? If not, no per diem can be claimed.
5. Did traveler use contract city-pair for this official travel?
6. Did traveler personally pay for air transportation over \$100? If yes, this is a problem and the Agency travel coordinator should be contacted for further action.
7. Were premium class air accommodations used? If yes, was this authorized and is a summary sheet attached to this voucher explaining the travel situation?
8. If rental car is claimed, was it necessary, was it authorized on AD-202, and did traveler use appropriate size car to accommodate travel needs?
9. If traveler attended a meeting with a registration fee that provided meals, did the traveler deduct the provided meals from the daily per diem allowance?
10. Did traveler take annual leave during official travel? If yes, no per diem allowances can be claimed for these days.
11. Are receipts attached to the voucher for lodging and all miscellaneous expenses over \$75?
12. Did traveler claim a meeting room or expensive equipment under miscellaneous expenses on the voucher? If yes, is there a reasonable explanation?
13. Did traveler have a travel advance? If yes, was it applied to this voucher?
14. Did the traveler sign the voucher?
15. Do you feel the traveler was prudent in all claims on this voucher? If yes, sign as approved.



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

April 13, 1998

SUBJECT: Operational Protocols to Improve Travel Document Processing

TO: Center/Laboratory Directors
Research Leaders
Location Administrative Officers

FROM: W.H. Blackburn, Director /s/

In an effort to improve the delivery of travel services to the Northern Plains Area, attached are the 'Operational Protocols' for submission of travel documents. These steps will help all of us avoid last minute submissions and will allow better travel services to the field. Items not submitted within the lead times requested will require further justification. Late foreign travel requests not only impact the Area Office but also Headquarters in returning passports and completing trip requests.

Formal justification is still required for all foreign travel and any contributed travel. The justification for contributed travel must include specific details defining the mutual benefits to be derived. (The statement 'mutual benefits are derived' is not sufficient). Directive 341.2 describes the policies and procedures for acceptance of travel funds from non-federal sources.

Two additions to our travel policy concern the acceptance of contributed funds from an outside source and a new policy for the Northern Plains Area regarding travel of technicians and Category III scientists to scientific meetings.

Remember, most travel questions can be answered locally by your LAO or designated travel contact.

Enclosure

cc:
Eric Roos
Hank Davis
Paula Flather

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OPERATIONAL PROTOCOLS FOR TRAVEL

DOMESTIC TRAVEL

- Brief purpose must be stated on the face of the on-line printout of 202 and be approved by the RL.
- Annual leave must be requested and stated on 202 and should generally not exceed half of the days of official time.

Required Lead Time: 2 Weeks

FOREIGN TRAVEL

- Justification memo is required.
- After approval, notification will be sent to the Location from the travel desk stating approval of trip and what needs to be submitted for the foreign travel. The approval is for the foreign trip only, and does not automatically include approval of contributed funds or annual leave that may have been mentioned in the justification memo.
- Upon receipt of the approval, the Location will enter the trip into FTIS. This must be done before Headquarters will release official passports. Please remember to enter last name first.
- The Location will send complete package to the Area Office. The complete package includes:
 - A) AD-750 complete with dates, times, and flight numbers.
 - B) Visa information (if applicable).
- Number of attendees to meetings from an MU/Location must be limited (applied to domestic meetings as well).
- Annual leave must be limited to 3-5 days on any foreign travel.
- Area Travel Office must receive a copy of the travel voucher and trip report to complete the file.

**Required Lead Time: 45 Days for passport revalidation
 70 Days for passport issuance**

CONTRIBUTED FUNDS

- To reduce time and costs of processing, only funding in excess of \$250 should be considered for acceptance. For expenses involving \$250 or less, the unit should consider paying for the costs out of program funds. Receipt of contributed funds in the amount of \$250 or more must be reported quarterly to the Area Transportation Assistant.
- Must be approved by the Designated Area Ethics Advisor, in advance of travel. To obtain approval send AD-202 with letter of offer and a justification memo from traveler (through Research Leader or Center Director). The justification memo must include mutual benefits derived.
- Must have statement on AD-202 as to who is paying, which items, and how they are paying. This statement must be on the face of the AD-202, not on the attached sheet.
- Letter of offer must be attached to the AD-202.
- Letter of offer must state items being paid and form of payment. (If changes in the form of payment occur during the trip, must have letter of explanation and back-up information. Back-up information includes copy of payment received and disposition of payment).
- Letters of offer must include return mailing address, and name of contact.
- Area Travel Office must receive a copy of the form "Receipt of Funds From Non-Federal Sources" and when applicable, the travel voucher.

Required Lead Time: 2 Weeks

TECHNICIAN AND CAT III SCIENTIST TRAVEL TO MEETINGS

- It will be NPA policy to not approve travel costs for technicians and Category III scientists to attend scientific meetings. Exceptions to this policy will be made when travel is for the purpose of obtaining formalized training (submit SF 182) or for certain extenuating circumstances. Authorship will not be accepted as justification for travel.

ADVANCE REQUEST METHOD

C = Check or DD/EFT
T = Travelers Checks
I = Imprest Funds
E = Emergency Wire
W = Wire Confirmation
S = Embassy Issued Advance
L = Embassy Collected Advance

SUBSISTENCE CODES

P = Per Diem
A = Actual Subsistence
S = Special Rate

TRANSPORTATION MODE

A = Airplane **B** = Bus
T = Train **C** = Air & Bus
D = Air & Train **E** = Bus & Train
F = Air, Bus & Train **O** = Other
P = Cost Comparison Travel
V = Voluntary Return

ORIGINATING OFFICE NUMBER

XX = Department Code
(2-position alphanumeric code)
XX = Agency Code
(2-position alphanumeric code)
XX = Servicing Agency Code
(2-position alphanumeric code)
or Agency Unique Format
XXXX = NFC-Assigned Number
(4-position numeric code)
or Agency Unique Format

NFC CONTACT

Financial Information Branch
504-255-5230

Any questions regarding accessing the Travel System (e.g., input, transmissions, implementations, etc.)

Travel Inquiry Section
504-255-4878

General payment, processing, reports or suspense inquiries.

Directives and Analysis Branch
504-255-5322

Request for external procedure manuals, bulletins, etc.

REFERENCES

TITLE II, Voucher and Invoice Payments Manual

CHAPTER 2, Travel and Transportation Payments,
Section 1, Travel System

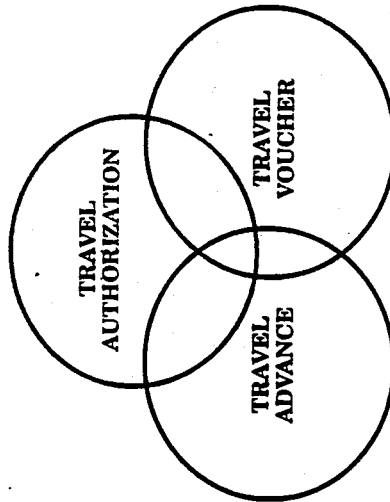
TITLE VI, NFC Systems Access Manual

CHAPTER 6, Travel and Transportation Payments,
Section 1, Travel Online
Data Entry and Inquiry

Section 2, Travel System
Data Entry Procedures for
Personal Computers
(PC-TRVL)

Section 3, Travel System
Online Inquiry

Unified Travel System *QUICK* Reference Card



United States Department of Agriculture
National Finance Center
October 1997

AUTHORIZATION ACTION CODES

- E = ESTABLISH**
To establish a new authorization
- A = AMEND**
To amend an authorization that has previously been established
- C = CANCEL**
To cancel an authorization that has previously been established
- V = ADVANCE ONLY**
Used when the AD-202 is to request an advance of funds. Corresponding authorization must have been previously established.

AUTHORIZATION TYPES

- TYPE A = Unlimited Open Travel**
- TYPE B = Limited Open Travel**
- TYPE C = Individual Trips**
- TYPE L = Local Travel**
- TYPE N = Nationwide Travel**

TYPES OF TRAVEL AUTHORIZED

- DM = Domestic**
- FG = Foreign**
- FT = Foreign Transfer**
- GR = Escorted Group**
- OC = Outside Continental U.S. (CONUS)**
- OT = Outside CONUS Transfer of Station**
- RT = Return Travel**
- TS = Transfer of Station**

AUTHORIZATION NUMBER FORMAT

- Positions (required, 13 positions)
- 1st = Last digit of the fiscal year**
- 2nd = Type of Authorization**
A = Unlimited Open Travel
B = Limited Open Travel
C = Individual Trips
L = Local Travel
N = Nationwide Travel
- 3rd = Indicator for Single or Multiple Travelers**
S = Single Traveler
M = Multiple Travelers
- 4th - 5th = 2-position alphanumeric paying Agency Code**
- 6th - 9th = 4-position alphanumeric code unique to the agency**
- 10th - 13th = Sequential number assigned by the agency.**

NOTE: For TYPE Travel GR (Escorted Group), the indicator shown as the third position of the authorization number must be S.

ADVANCE MAILING ADDRESS OPTIONS

- Salary Address
- T&A Contact Point
- Special Address
- Travel EFT Account
- Foreign Address

NON-CONTRACT AIR CODES

- 1 = Space not available on contract airline**
- 2 = Schedule of flights on contract airline inconsistent with Government policy**
- 3 = Cost comparison substantiates use of a non-contract airline**

PURPOSE OF TRAVEL CODES

- 1 = Site Visit**
- 2 = Information Meeting**
- 3 = Training Attendance**
- 4 = Speech or Presentation**
- 5 = Conference Attendance**
- 6 = Relocation**
- 7 = Entitlement Travel/Home Leave**
- 8 = Special Mission Travel**
- 9 = Emergency Travel**
- 10 = Other Travel**
- 11 = Pre-employment Travel**
- 12 = First Post of Duty**
- 13 = Rest and Recuperation**
- 14 = Educational**
- 15 = Informal Training**

METHOD OF PURCHASE

- CC = Government contractor-issued charge card**
- CH = Cash**
- GV = Govt. Transportation System (GVTS)**
- TR = Govt. Transportation Request (GTR)**
- VC = Combination of GVTS and contractor-issued charge card**
- TC = Combination of GTR and contractor-issued charge card**
- HC = Combination of contractor-issued charge card and cash**
- VH = Combination of GVTS and cash**
- TH = Combination of GTR and cash**
- V3 = GVTS, cash, contractor-issued charge card, and GTR**